

**Public Safety Communications Advisory Commission (PSCC)
Summary of Minutes - Regular Public Meeting**

Tuesday, November 13, 2012

DRAFT – Not Yet Approved by the Commission

PSCC Voting Members Present

- Aaron Sandeen, State CIO and Deputy Director, ADOA-ASET (PSCC Chairman Designee)
- Thomas Alinen, Deputy Chief of Police, Sierra Vista Police Department
- William David Bunce, Fire Chief, Salt River Pima Maricopa Indian Community
- Steven Campbell, Chief, City of El Mirage Police Department
- Doug Chappell, Fire Chief, Drexel Heights Fire District (Teleconference)
- Patrick Hancock, Chief Snowflake Fire (Teleconference)
- Gilbert Orrantia, Director, Arizona Department of Homeland Security
- William Pribil, Sheriff, Coconino County (Teleconference)
- Jeffrey Raynor, Lt. Colonel, Department of Public Safety
- Mike Worrell, Captain, Phoenix Fire Department

PSCC Voting Members Absent

- Joe Anderson, Retired
- Michael Brashier, Communications Manager City of Casa Grande
- Jan Hauk, Past President, Arizona Fire District Association
- Bryan Savage, Fire Chief, Lakeside Fire Department
- Dewayne Woodie, Fire Chief, Ganado Fire District/EMS

Public Safety Interoperable Communications (PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Justin Turner, Deputy Statewide Interoperability Coordinator
- Suesan Nordman, Project Manager
- Karen Allen, Project Manager

17 interested parties and members of the public were also present either in person or on the web conference.

Call to Order and Roll Call

Aaron Sandeen, State CIO and Deputy Director, ASET, ADOA (PSCC Chairman Designee)

Information Item

The meeting was called to order at 1:00 PM by PSCC Chairman Designee Aaron Sandeen. Roll call was then taken by Mr. Justin Turner, Deputy Statewide Interoperability Coordinator, and a quorum of the PSCC was declared present as noted above.

Approval of 2012 Annual Report to the Governor and Legislature

Aaron Sandeen, State CIO and Deputy Director, ASET, ADOA (PSCC Chairman Designee)

Action Item

Chairman Sandeen asked for comments and discussion regarding the review and approval of the 2012 Annual Report to the Governor and Legislature due December 1, 2012. Hearing none, Chairman Sandeen asked for a motion to approve the report, potentially to be modified by PSIC with any minor cosmetic,

grammatical or spelling changes as needed before the December 1st deadline. Commissioner Steven Campbell made a motion to approve the Annual Report with the PSIC Office making any minor cosmetic, grammatical or spelling changes as needed. The motion was seconded by Commissioner Gilbert Orrantia. The motion was unanimously carried and the report approved.

Arizona Department of Homeland Security (AZDOHS) Update

Presenter: Lisa Hansen, Assistant Director Planning and Preparedness, Arizona Department of Homeland Security (AZDOHS)

Information & Discussion Item

Ms. Lisa Hansen provided an update to the Commission on issues facing the Arizona Department of Homeland Security (AZDOHS). The Department has funded many interoperability projects to move the State forward and those grants and future changes were reviewed. Ms. Hansen updated the Commission on the status of FFY 2010, FFY 2011 and FFY 2012 homeland security grants. Ms. Hansen noted specifically that the FFY 2012 grants reduced State Period of Performance from 36 months to 24 months. Other changes, projected changes and funding of various grant programs were discussed. In particular, Ms. Hansen noted that federal funding of the various grant programs have significantly decreased over the last several years, and that trend is expected to continue in the near term.

ADEM: 2012 COOP/COG Statewide Exercise

Presenter: Ron Kopcik, Training & Exercise Director, Arizona Division of Emergency Management

Presenter: Jerry Justus, Special Programs Training Coordinator, Arizona Division of Emergency Management

Information & Discussion Item

Mr. Ron Kopcik and Mr. Jerry Justus provided an update on the 2012 Continuity of Operations Plans (COOP) and Continuity of Government (COG) Statewide Exercise, held September 12, 2012. This exercise built on the November 2011 IND Exercise Scenario, and focused on how agencies would function with the loss of traditional communications, i.e. landlines, cell phones, internet, email, etc. Only handheld radios and satellite methods of communications could be used during the exercise. The objectives of this exercise were for each agency to reestablish interagency communications, communicate with other state agencies, communicate with the State Emergency Operations Center (SEOC), resume essential functions and services, and restore IT and data functions.

Mr. Kopcik stated that it was a very challenging exercise, something that they had never practiced in the State, and that a lot of great lessons came from the exercise. Mr. Justus explained the technical aspects of the exercise and then fielded questions by those attending regarding the technical problems and lessons learned.

NECP Milestones Applicable to State and Local Governments

Presenter: Justin Turner, Deputy Statewide Interoperability Coordinator, PSIC Office

Information & Discussion Item

Mr. Justin Turner gave an overview of the National Emergency Communications Plan (NECP) and reviewed key objectives of the plan. The vision of the NECP is to ensure emergency response personnel can communicate as needed, on demand and as authorized, at all levels of government, and across all disciplines. To accomplish this vision, the NECP identifies a number of goals, objectives, initiatives and milestones that are applicable to State and local agencies to improve emergency communications.

Mr. Turner presented the progress made towards meeting each of the initiatives and milestones that are applicable to State and local agencies. Mr. Turner stated that the State of Arizona has completed nine of the 11 initiatives, and two initiatives are still in progress. Those still in progress relate to Milestone 1.3.2 (Tactical planning among Federal, State, local, and tribal governments occurs at the regional interstate level) and Milestone 3.1.6 (Program nationwide interoperability channels into all existing emergency responder

radios). Mr. Turner stated that in order to finish Milestone 1.3.2, the primary activity that is being worked on during the next year is to make sure that Tactical Interoperability Communications Plans (TICPs) are in place in every county. Mr. Turner stated a significant amount of work has already been done in this area. As for Milestone 3.1.6, the Interoperable Channels Plan has been approved and stable for one year, and is in the process of being implemented by a number of agencies. Mr. Turner stated that as local agencies complete their narrowbanding projects, it is hoped that the Plan will be programmed into all radios.

Mr. Turner stated that the PSIC Office will continue to support training, development of Strategic Communications Plans (SCMPs) and regional governance structures. They will also continue to support the inclusion of the Channels Plan in the development of TICPs, exercises and COML training.

Statewide Interoperability Executive Committee (SIEC) Updates

Presenter: Mark Venuti & Paul Wilson, Co-Chairs, SIEC

Information & Discussion Item

Captain Paul Wilson was not able to attend. Mr. Mark Venuti briefed the Commission on the recent SIEC meeting held on October 9th in Phoenix. The first item reported was SIEC's approval of the AIRS Improvement and Sustainability Plan, which was created to establish requirements for the integration of locally procured AIRS site infrastructure into the current AIRS system. The procedure provides guidance for initial requests for new AIRS site approvals and documents ongoing maintenance responsibilities if new sites are approved. The procedure will apply to all organizations that desire additional AIRS coverage in their region and are willing to purchase and install equipment to expand that coverage.

Mr. Venuti discussed the presentations given to the SIEC regarding the implementation of the Arizona Interoperable Channels Plan, and updates on the Communications Unit Training & Recognition Program and the National Public Safety Broadband Network.

Finally, Mr. Venuti briefed the Commission on the presentation made by the PSIC Office to the SIEC regarding multiple project updates and priorities for 2013.

PSIC Office – Multiple Project Updates

Presenter: Justin Turner, Deputy SWIC, PSIC Office, ADOA-ASET

Presenter: Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, PSIC Office, ADOA-ASET

Information & Discussion Item

Mr. Justin Turner report that the PSIC Office had submitted the FY2012 Annual PSIC Report to the Joint Legislative Budget Committee (JLBC) and had also submitted the Annual Arizona SCIP Implementation Report to the OEC. Both reports are posted on the PSIC website.

Mr. Turner highlighted three upcoming events and encouraged stakeholders to participate:

- December 11, 2012, Effectively Incorporating Communications into Public Safety Exercises, Phoenix
- December 4, 2012, Pima County TICP Revision Workshop, Tucson
- January 26-27 and February 2-3, 2013, Maricopa County COML Class – Weekend Offering (ERMA Event #1002311), Phoenix

Mr. Turner reported on the status of Narrowbanding for each county in the State. The deadline for Narrowbanding is January 1, 2013. Mr. Turner then discussed AIRS and the ADEM exercise and the challenges faced by them during the exercise. From that exercise the AIRS SOP information on the website has been updated and PSIC increased the communications to the stakeholders regarding the use of AIRS,

giving guidance as to what constitutes authorized use, what the priority order of use is and what the procedures are before and during an event.

Mr. Turner commented on the broadband efforts going on in the State, mentioning that the NTIA/FirstNet issued a Notice of Inquiry (NOI) requesting public comment on the conceptual network architecture presentation made at the FirstNet Board of Directors' meeting held in September as well as to invite input on other network design, application development and business plan considerations. Mr. Turner stated that the PSIC office did respond directly to the NTIA before the November 9th deadline. Mr. Turner also stated that the PSIC Office is now part of the Early Builders Advisory Council and is participating in the groups deliberations.

Finally, Mr. Turner asked Commissioners and stakeholders to review the handout for additional project updates and a list of upcoming events.

Ms. Lisa Dee Meyerson then updated the Commission regarding the activities of the National Council of Statewide Interoperability Coordinators (NCSWIC).

Comments from the Public

No additional comments from the public were received.

Adjournment

Chairman Sandeen adjourned the meeting at 2:38 PM.

Pursuant to A.R.S. 38-341-01(B), minutes of the Public Safety Communications Advisory Commission are recorded by tape recorder. Taped minutes are maintained in the Public Safety Interoperable Communications Office at the Arizona Department of Administration. Public access and review of PSCC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 602-364-4498 to arrange for an audio of the tape-recorded proceedings.